



JOB DESCRIPTION

POSITION TITLE: Room Attendant
DEPARTMENT: Hotel
SALARY:
POSTING DATES:

Position Summary: The Room Attendant is responsible for ensuring rooms are maintained in a clean, orderly and attractive manner.

Essential Job Functions: *The list that follows is not intended to be comprehensive: it is intended to provide a representative summary of the major duties and responsibilities. Employee will be required to follow any other job-related instructions and to perform any other duties requested by his or her supervisor.*

- Responsible for providing quality service to all guests in an efficient, courteous and professional manner.
- Provides a clean, sanitary and inviting hotel room for the guest.
- Reports any maintenance needed for the safety of guests and employees.
- Properly reports damages to the front desk.
- Reports security and safety issues.
- Turns in lost and found items to supervisors or front desk.
- Restocks carts and shelves.
- Assists in laundry when needed.
- Performs deep cleaning when assigned.
- Time management to rooms and cabins are done in a timely manner for Check-in.
- Will be neat and dressed in proper uniform.
- Other duties as may be assigned.

Supervisory Responsibilities:

- None

Job Requirements:

Education, Experience, and Certifications:

- Desire to obtain a high quality standard of cleanliness.
- Must be able to pass pre-employment drug test and background investigation.

Knowledge and Skills:

- Ability to work as a team and
- Uses good communication skills.

Environmental Factors and Conditions/Physical Requirements:

- Must be able to lift up to 25 lbs.